



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Division of Post-Secondary Vocational- Technical and Adult Programs Comprehensive Employment & Training Act Unit Room 333, 12 Mitchell St., Atlanta, Ga. 30334	Application Number <b>74-25-A</b>	
Application Number		Date Received JUL 14 1976	Date Completed JUL 29 1976
2. Person to Contact Troy Elder		Working Title State Supervisor, CETA Programs	Telephone Number 656-2547
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>74-25</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest 1962          1972		5. Records Series Title (followed by title used in office, if different) Manpower Training Projects Files	
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created?  The Comprehensive Employment and Training Act Unit is responsible for supervising and regulating the operation of training programs in accordance with State and Federal regulations as prescribed by the Comprehensive Employment and Training Act of 1973 and the Manpower Development Training Act of 1962, as amended.			
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to:      Contracts between the Department and local school systems for MDTA training programs.  Included are:      MT-1 (Dept. of Labor Notification of Occupational Training Need with attachments). MT-2 (Application for Institutional Training under MDTA); 3117, Part B (Proposed Budget Sheet-with attachment); 3117-1, Part A (Narrative of Occupational Training-with attachment); MDT-16 (Project Request for Reimbursement with Supplementary Sheet attached).			
File is arranged:      Numerically by project number.			
8. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>NA</u> ; Seven to twelve months old <u>NA</u> ; Thirteen to twenty-four months old <u>NA</u> ; twenty-five months and older <u>6</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
NA		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? Partial duplication of series. If yes, where? maintained in Manpower Services Division, Ga. Dept. of Labor.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |  |                                   |              |
|--------------------------|--|-----------------------------------|--------------|
| a. State Law             | _____ years.                                   | d. Audit period                   | _____ years. |
| b. Statute of limitation | _____ years.                                   | e. Administrative need            | _____ years. |
| c. Federal law           | 5 years. after all funds have been reimbursed. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Federal Regulation applicable to training programs under the Manpower Development Training Act of 1962, Section 160.16.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other see below then.

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Hold in the current files area until actual cost report is filed on project (after all obligated funds have been reimbursed); then  
Transfer to State Records Center; hold 5 years; then Destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>N. C. Lacey</i>	7/14/76	<i>Walker L. Baumgardner</i>	7/13/76
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	7-28-76
		Secretary of State/Designee	7-27-76
		Attorney General/Designee	7-28-76



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date <b>July 26, 1973</b>		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received: <b>JAN 22 1974</b> Application No.: <b>74-25</b> Date Completed: <b>JAN 24 1974</b>	
2. Agency Application No. <b>73-01</b>		3. AGENCY, Division, Subdivision & Administering Office Address <b>Manpower Training Programs Department of Education, Division of Voc. Education 333 State Office Building Atlanta, Georgia 30334</b>		4. Person to Contact <b>L. E. Nichols</b>	
				5. Working Title <b>State Supervisor</b>	6. Tel. No. <b>656-2547</b>
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series <b>1962 - date</b>		9. Exact Series Title <b>Manpower Training Projects Files</b>			
10. What is the function of the office in which this record series is created?  The Manpower Training Division is responsible for supervising and regulating the operation of training programs in accordance with State and Federal regulations as prescribed by the Manpower Development Training Act of 1962, as amended.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).  Documents relating to contracts between the department and local school systems for MDTA training programs.  Included are: MT-1 (Dept. of Labor Notification of Occupational Training Need-with attachments) MT-2 (Application for Institutional Training under MDTA); 3117, Part B (Proposed Budget Sheet-with attachment); 3117-1, Part A (Narrative of Occupational Training-with attachment); MDT-16 (Project Request for Reimbursement with Supplementary Sheet attached).  The file is arranged numerically by project number. ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		12	18 cu. ft.	1 1.5	
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
				In Office(s) In Storage Area(s)	
				This Year's Last Year's Preceding Year's All Prior Years	
				AVERAGE DAILY REFERENCES	
				5 2 0 0	

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ [ ]
14. Is there a duplication of this series in another office or agency? ☒ [X] ☐ [ ]
15. Is the information contained in this series ever summarized or published?  
Attach copy of summary or publication. ☒ [X] ☐ [ ]
16. Does the series contain classified information requiring security handling? ☐ [ ] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☒ [X] ☐ [ ]
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☒ [X] ☐ [ ]
21. Does the record series contain documentation produced as EDP printout? ☐ [ ] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☒ [X] ☐ [ ]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [ ] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept 5 years:

- a. ☐ [ ] STATE LAW    b. ☐ [ ] STATUTE OF LIMITATION    c. ☐ [ ] AUDIT PERIOD    d. ☒ [X] FEDERAL LAW    e. ☐ [ ] ADMINISTRATIVE DECISION    f. ☐ [ ] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

Federal Regulation applicable to training programs under the Manpower Development Training Act of 1962, Section 160.16. (See Attachment)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ [ ] CALENDAR YEAR ☒ [X] FISCAL YEAR ☐ [ ] OTHER \_\_\_\_\_, then:

- ☒ [X] Hold in the current files area 1 month(s)/ 1 year(s):
- ☒ [X] Transfer to ☒ [X] State Records Center ☐ [ ] Local Holding Area; hold 4 year(s):
- ☒ [X] Destroy, or the records may be destroyed upon notification of completion of Federal
- ☐ [ ] Transfer to State Archives for permanent retention. fiscal audit which ever is earlier.\*
- ☐ [ ] Destroy immediately after cut-off.
- ☐ [ ] Other: (Specify) \_\_\_\_\_

Records involved in any claim or expenditure which has been questioned by the Federal fiscal audit shall be further maintained until necessary adjustments have been made and the adjustments have been approved by the Commissioner.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>Richard P. Heinrich</i>		Date <i>July 27, 1973</i>		OTHER REQUIRED SIGNATURES		DATE	
26. Recommendations in paragraph 25 are:		Agency Head/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved		<i>William M. DeJoy</i>		<i>7/27/73</i>	
		State Auditor/Designee <input type="checkbox"/> [ ] Approved <input type="checkbox"/> [ ] Disapproved		<i>William M. DeJoy</i>		<i>1-23-74</i>	
STATE RECORDS COMMITTEE		Secretary of State/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved		<i>Carroll Hart</i>		<i>1-22-74</i>	
		Attorney General/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved		<i>Robert H. Shell</i>		<i>1-23-74</i>	

ITEM 13

These files originated in this office and are record files for the projects.

ITEM 14

Duplicate files are kept in the HEW Regional Office and local systems, and State Labor Department.

ITEM 17

As prescribed in changes of the Federal Regulations this series would initiate, amend or terminate agency policies and procedures.

ITEM 18

Information could be obtained from other agencies holding duplicate files.

ITEM 20

Reimbursement data is provided to EDP files for accounting purposes.

ITEM 22

See Explanation Item 24.

FEDERAL REGULATION APPLICABLE TO TRAINING PROGRAMS UNDER THE MANPOWER  
DEVELOPMENT TRAINING ACT OF 1962

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§160.16 Retention of fiscal records.

(a) Each State agency and each training facility with which the Commissioner has a State agreement or direct arrangement shall provide for keeping accessible and intact all records supporting claims for Federal funds or relating to the accountability of a State agency or training facility for expenditure of such funds and relating to the expenditure of its share of the costs of providing training under the Act;

(1) For 5 years after the close of the fiscal year in which the expenditure was made by the State agency or any public or private training facility; or

(2) Until the State agency or training facility is notified of the completion of the Federal fiscal audit, whichever is earlier.

(b) ~~The~~ records involved in any claim or expenditure which has been questioned by the Federal fiscal audit shall be further maintained until necessary adjustments have been made and the adjustments have been approved by the Commissioner.